COVID-19 Emergency Operations Center

SOP No: MS-185
Date of Last Revision: 04/08/22

Standard Operating Procedure
Setting Up Temperature Check In Tables

Subject: Setting up Temperature Check In Tables for Medical Shelter Sites

1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management on setting up temperature check-in tables for all vendors and staff at Medical Shelter sites.

2. Procedures

- **Setup**
    - Each entrance to the shared workspace/ main lobby should be outfitted with the following on the exterior of the doorway:
        - Table
        - Clipboard with Sign In Sheets
        - Pen tethered to clipboard
        - No-Touch Thermometer with digital reading
        - Hand sanitizer
        - N95 Masks
        - Surgical Masks
        - Assorted boxes of Gloves
        - Sanitizing Wipes or Spray

3. References

Please also review:

- SOP 113 – Sign In Sheets